



**Town of Arlington, Massachusetts**  
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## Arts Council Minutes 08/14/2001

**Arlington Arts Council**  
*Minutes of August 14, 2001 -- Jefferson Cutter House*

**Present:** Members -- Christine Alaimo, Diane Connor, Jamie Doyle, Cheryl Hemenway, Elinore Kagan, Carol Mahoney, Suzanne McLeod, Amy Peters, David Silverman  
**Absent:** Shari Craig, Bob Zinck, Mary Babic, Jessica Siegel

*David Silverman called the meeting to order at 7:40 pm.*

**Item One -- Minutes**

David Silverman moved to approve the minutes from July 10, 2001. Suzanne McLeod seconded. The motion passed unanimously.

**Item Two -- Requests for payments**

David Silverman moved to approve final payment of \$250 to Elaine Porter: Southern Music (grant # 99-6467376). Jamie Doyle seconded. The motion passed unanimously.

David Silverman moved to approve final payment of \$350 to Cantilena (grant #2001-20) for Scandinavian Concert by Women. Jamie Doyle seconded. The motion passed unanimously.

**Item Three -- Progress reports from all committees (By-Laws Committee, Town Day Committee, Grant Cycle Committee, Community Input Committee, Mailing List Committee, Annual Calendar)**

**By-Laws Committee:** Shari Craig and Christine Alaimo met with David Silverman and former Council Co-Chair Lynn Korenbaum on July 30 to pick up the disk with the previous version of the By-Laws, as well as to discuss Council-generated projects (see Item Four below). Shari and Christine then met again on August 6 to review the By-Laws in detail and to rewrite them as necessary. By-Laws have been rewritten and emailed to all Council members for review. Council members are asked to read the By-Laws in advance of next months meeting. If Council members have any changes or corrections to submit, they will do so in writing via email or fax to Christine no later than September 4 (one week prior to our next meeting). Council members will vote on the By-Laws in the next meeting (September 11).

**Town Day Committee:**

Amy Peters brought a sign-up sheet for Council members to volunteer to help at Town Day. The sign-up sheet was passed around, and Council members were asked to sign up for a one-hour time slot. Amy will schedule a separate meeting to get together with the Town Day Committee before the next meeting. Amy will check with Mary Babic to see if she is willing to take photos of previous grant recipients and their work for enhancing our booth at Town Day (as well as for using at our Community Input Meeting during Open Studios). The Council discussed getting local business to donate goods or gift certificates for the Arts Council to raffle off at Town Day (or at the Community Input Meeting at Open Studios). In an effort to procure gift certificates, Christine Alaimo will contact Clay Dreams and Monroe Saltworks, Diane Connor will contact Art Beat and Maxim, Suzanne McLeod will contact Tea Tray in the Sky, and Cheryl Hemenway will contact Big Picture. (Town Day is September 15, 2001.)

**Grant Cycle Committee:**

The Council discussed making several changes to the hot sheet, including: emphasizing that applicants must all include 12 copies of their application; making it clear that only activities that take place January 1, 2002, through December 31, 2002, will be eligible for funding; and including the information that grant applications must be received by Town Hall no later than October 15 to be eligible for funding. The hot sheet should also be updated with accurate dates (coaching session on October 3, applicant presentations on October 22 and 24). Carol Mahoney will deliver a copy of last year's hot sheet to Cheryl Hemenway, and Cheryl will then scan the sheet and make all necessary changes and corrections. Cheryl will fax the hot sheet to Christine Alaimo for proofreading. Cheryl will also bring copies of

the proofread hot sheet to the September meeting for all members to review. The hot sheet and the additional instructions/guidelines will be discussed next meeting. Cheryl Hemenway will aim to mail letters to the rejected applicants on November 1, 2001.

**Community Input Committee:**

Diane Connor reported on the status of the Community Input Committee. Diane has visited the Arlington Center for the Arts and has discussed with them various options for our hosting a community input meeting at the Center for the Arts during Open Studios. Diane will further explore options for doing this and will also create a sign-up sheet for all Council members to volunteer during the Community Input Meeting during Open Studios. Suzanne McLeod volunteered to reformat the community input survey (making it one-sided and aiming to make it more visually appealing). (Open Studios are October 21-22, 2001.)

**Mailing List Committee:**

Cheryl Hemenway will put the last three years of grant applicants into a database for developing our mailing list. Past members, board of selectmen, and school principles will also be added to this mailing list. The possibility of a mailing for Town Day or the Community Input Meeting at Open Studios was discussed.

**Annual Calendar:**

Suzanne McLeod has compiled an annual calendar for the Council and has emailed the calendar to David Silverman, Shari Craig, and Christine Alaimo for feedback. Suzanne will email the revised annual calendar to all Council members. Council members are asked to read the annual calendar in advance of next month's meeting. If Council members have any changes or corrections to submit, they will do so in writing via email to Suzanne no later than September 4 (one week prior to our next meeting).

**Item Four Discussion of Council-Generated Projects/Grant Application**

Christine Alaimo, Shari Craig, and David Silverman met with former Council Co-Chair Lynn Korenbaum to discuss Council-generated grants and fundraising for matching funds. Christine Alaimo relayed the idea of a Council-sponsored fundraising dinner at an Arlington Restaurant such as Flora to raise additional funds for the Council. Cheryl Hemenway mentioned that she would be particularly interested in fundraising for a piano for Robbins Library, which might cost as much as \$18,000.

**Item Five Discussion of Treasurer Position/Vote on Treasurer**

David Silverman moved to nominate Elinore Kagan as the Council's new treasurer. Suzanne seconded the motion. The motion passed unanimously.

**Item Six Other Business**

David Silverman reported that Kathleen Callahan Phelps has resigned from the Council. Future Council meeting dates were set for November 26 and December 12.

***The meeting was adjourned at 9:15 pm by David Silverman***

Respectfully submitted,  
Christine Alaimo, Recording Secretary